

Printing Data

PORTERS Trial expires in 323 days

Client Recruiter Job Person Resume Process Sales Activity

Job List (8) Filter Add New Job Bulk Action

Open(0) Close(3)

Sample Job 03

Job Sent

| | |
|----------------|-----------------------|
| Client | Sample Client 01 |
| Position | Sample Job 03 |
| Salary Details | Sample Salary Details |
| Work Location | Tōkyō |
| Permission | Publish (Real Name) |
| Job Owner | N/A Catherine Porters |

Matching

Sample Job 04

| | |
|----------------|-----------------------|
| Client | Sample Client 01 |
| Position | Sample Job 04 |
| Salary Details | Sample Salary Details |
| Work Location | Tōkyō |
| Permission | Publish (Real Name) |
| Job Owner | N/A Catherine Porters |

Matching

Sample Job 01

Job Sent 1st Interview 1 Decision 1

| | |
|----------------|-----------------------|
| Client | Sample Client 01 |
| Position | Sample Job 01 |
| Salary Details | Sample Salary Details |
| Work Location | Tōkyō |
| Permission | Publish (Real Name) |
| Job Owner | N/A Catherine Porters |

Matching

Sample Job 02

Matching 1

| | |
|----------------|-----------------------|
| Client | Sample Client 02 |
| Position | Sample Job 02 |
| Salary Details | Sample Salary Details |
| Work Location | Tōkyō |
| Permission | Publish (Real Name) |
| Job Owner | N/A Catherine Porters |

Matching

Sample Job 05(JobId:10008)

Job Sent 1

| | |
|----------------|----------------------------|
| Client | Sample Client 01 |
| Position | Sample Job 05(JobId:10008) |
| Salary Details | Sample Salary Details |
| Work Location | Tōkyō |
| Permission | Publish (Real Name) |
| Job Owner | N/A Catherine Porters |

Matching

Job Sample Job 03 (10003)

Edit Copy Delete Document Send Email Resume search Add Activity

Basic Information

Job ID Client Client Recruiter Position Job Owner

Contact Information

Telephone (Recruiter) 00-0000-0000 Fax (Recruiter) 00-0000-0000 E-mail (Recruiter) sample@porters.jp Mobile (Recruiter) 090-0000-0000 Mobile E-mail (Recruiter) sample@porters.jp Zip Code (Recruiter) 000-0000 Address (Recruiter) Sample Address (Recruiter)

Job Information

Permission Publish (Real Name) Job Summary Sample Job Summary Job Category Server Architect/Design Engineer, Network Engineer (Operation / Maintenance), Network Engineer (Design), Application Development Engineer(Open Source), Support/Maintenance/Operation/Training, Project Manager, Internal Information Systems/EDP/MIS, Other(IT/Internet/Telecommunications) Engineer, Systems Analyst/Consultant, Research & Development, Database Architect/Design Engineer, Application Development Engineer(Embedded Systems), Application Development Engineer(Enterprise), Application Development Engineer(Web/Mobile)

Business Summary Sample Business Summary Industry Category Software/Information Processing, IT/Telecommunications Salary Details Sample Salary Details Minimum Salary 3,500,000 Maximum Salary 5,000,000 Work Location Details Sample Work Location Details Work Location Tōkyō Number of Employees Sample Number of Employees Memo Sample Memo

System Information

Date Created 2014/05/23 16:00:05 Date Updated 2015/07/23 21:32:32 Registered by N/A Nancy Updated by N/A Stacie

Edit Copy Delete Document Send Email Resume search Add Activity

Sublist Attachment Add New

| ID | File Name | File Size | Updated By | Date Updated |
|----|---------------------|-----------|-----------------------|---------------------|
| 3 | Job Description.pdf | 17.474KB | N/A Catherine Porters | 2014/10/30 14:42:07 |

Sublist Phase History Add New

| Date | Phase | Memo | Updated By | Date Updated |
|---------------------|-------|---------------------------------------|------------|---------------------|
| 2014/10/31 21:15:00 | Close | We finished recruitment of employees. | N/A Stacie | 2015/07/23 21:32:32 |
| 2014/05/23 21:15:00 | Open | | N/A Stacie | 2015/07/23 21:25:08 |

Sublist Process Add New Bulk Action Process List

| Process ID | Resume Title | Process | Process Date | Process Memo | End Flag | Process Owner | Date Updated |
|------------|-----------------------|----------|---------------------|--------------|----------|-----------------------|---------------------|
| 10019 | Meg Tanaka(10009) | Job Sent | 2015/07/23 11:55:00 | | | N/A Stacie | 2015/07/23 11:56:09 |
| 10004 | Hanako Yamada(10003) | Job Sent | 2014/06/20 14:52:00 | | | N/A Catherine Porters | 2015/07/22 19:00:14 |
| 10006 | Tommy February(10004) | Job Sent | 2014/10/29 11:41:00 | | | N/A Catherine Porters | 2014/10/29 13:11:04 |

If you click the "Print View" in the Detailed View, you will be able to printout Detailed and Sublist information

Print View

※ There is a possibility that the screen image might change.
 ※ In this manual, the default menus displayed are the default settings.
 To change the global menu display settings, please refer to the document "How to Customize the Global Menu".

The design/ layout of the Printout may change according to the Browser's Printer Settings. Please configure it appropriately.

| Job Sample Job 03 (10003) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Basic Information | |
| Job ID: 10003 | Phase (Current): Close |
| Client: Sample Client 01 | Phase Date: 2014/10/31 21:15:00 (Current) |
| Recruiter: Sample Recruiter 01 | Phase Memo: We finished recruitment of (Current) employees. |
| Position: Sample Job 03 | Department |
| Job Owner: N/A Catherine Porters | |
| Contact Information | |
| Telephone (Recruiter): 00-0000-0000 | Zip Code (Recruiter): 000-0000 |
| Fax (Recruiter): 00-0000-0000 | Address (Recruiter): Sample Address (Recruiter) |
| E-mail (Recruiter): sample@porters.jp | |
| Mobile (Recruiter): 090-0000-0000 | |
| Mobile E-mail (Recruiter): sample@porters.jp | |
| Job Information | |
| Permission Publish (Real Name) | |
| Job Summary: Sample Job Summary | |
| Job Category: Server Architect/Design Engineer, Network Engineer (Operation / Maintenance), Network Engineer (Design), Application Development Engineer (Open Source), Support/Maintenance/Operation/Training, Project Manager, Internal Information | |

With background/
Without header footer

| Recruiter of Sample Number of Employees | | | | |
|-----------------------------------------|-----------------------------------|-----------|-----------------------|---------------------|
| Employee | Memo: Sample Memo | | | |
| System Information | | | | |
| Date Created: 2014/05/23 16:00:05 | Date Updated: 2015/07/23 21:32:32 | | | |
| Registered by: N/A Nancy | Updated by: N/A Saeed | | | |
| Sublist Attachment | | | | |
| ID | File Name | File Size | Updated By | Date Updated |
| 1 | Job Description.pdf | 17.41KB | N/A Catherine Porters | 2014/10/20 14:42:07 |

| Job Sample Job 03 (10003) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Basic Information | |
| Job ID: 10003 | Phase (Current): Close |
| Client: Sample Client 01 | Phase Date: 2014/10/31 21:15:00 (Current) |
| Recruiter: Sample Recruiter 01 | Phase Memo: We finished recruitment of (Current) employees. |
| Position: Sample Job 03 | Department |
| Job Owner: N/A Catherine Porters | |
| Contact Information | |
| Telephone (Recruiter): 00-0000-0000 | Zip Code (Recruiter): 000-0000 |
| Fax (Recruiter): 00-0000-0000 | Address (Recruiter): Sample Address (Recruiter) |
| E-mail (Recruiter): sample@porters.jp | |
| Mobile (Recruiter): 090-0000-0000 | |
| Mobile E-mail (Recruiter): sample@porters.jp | |
| Job Information | |
| Permission Publish (Real Name) | |
| Job Summary: Sample Job Summary | |
| Job Category: Server Architect/Design Engineer, Network Engineer (Operation / Maintenance), Network Engineer (Design), Application Development Engineer (Open Source), Support/Maintenance/Operation/Training, Project Manager, Internal Information, Systems/EDP/PLC, Object/Internet/Telecommunications Engineer, Systems Analyst/Consultant, Research & Development, Database Architect/Design Engineer | |

Without background/
With header footer

| Recruiter of Sample Number of Employees | | | | |
|-----------------------------------------|-----------------------------------|-----------|-----------------------|---------------------|
| Employee | Memo: Sample Memo | | | |
| System Information | | | | |
| Date Created: 2014/05/23 16:00:05 | Date Updated: 2015/07/23 21:32:32 | | | |
| Registered by: N/A Nancy | Updated by: N/A Saeed | | | |
| Sublist Attachment | | | | |
| ID | File Name | File Size | Updated By | Date Updated |
| 1 | Job Description.pdf | 17.41KB | N/A Catherine Porters | 2014/10/20 14:42:07 |

【Each browser's Printer Settings】

• **Google Chrome**

After pressing Print Preview Button, you can configure the Printer Settings.

Print

Total: 1 sheet of paper

e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Color: Black and white

Paper size: A4

Margins: Custom

Options: Headers and footers Background graphics

• **Internet Explorer**

After you press Print Preview Button, You can configure in [File] > [Page Setup]

Page Setup

Paper Options

Page Size: A4

Portrait Landscape

Print Background Colors and Images

Enable Shrink-to-Fit

Margins (inches)

Left: 0.75

Right: 0.75

Top: 0.75

Bottom: 0.75

Header: -Empty-

Footer: -Empty-

※If you proceed with the same settings as above, you will have Background and no header footer.